①

DIA INFo RepovTs wiTh Enchosarw

Suggested Flow

Implemented Photo Section
may 68

DIA IR
wiTh PhoTo
Enchosure

ACQUISITIONS
DISSEMINATION
DIVISION   1-2 dAYs

PhoTo SecTioN
DIVD   1-5 worKing DAYs

ArrAnge by
S Geo Div
PLAce on PAnel   5 worKing DAYs

IR with   Hold on PAnel 1 weeK
Enclosure   AnAlysTs Review, SelecT And MAyK.

ISG -
AreA
DIVISION

1. P.S. will send All IR's To AppropriAte
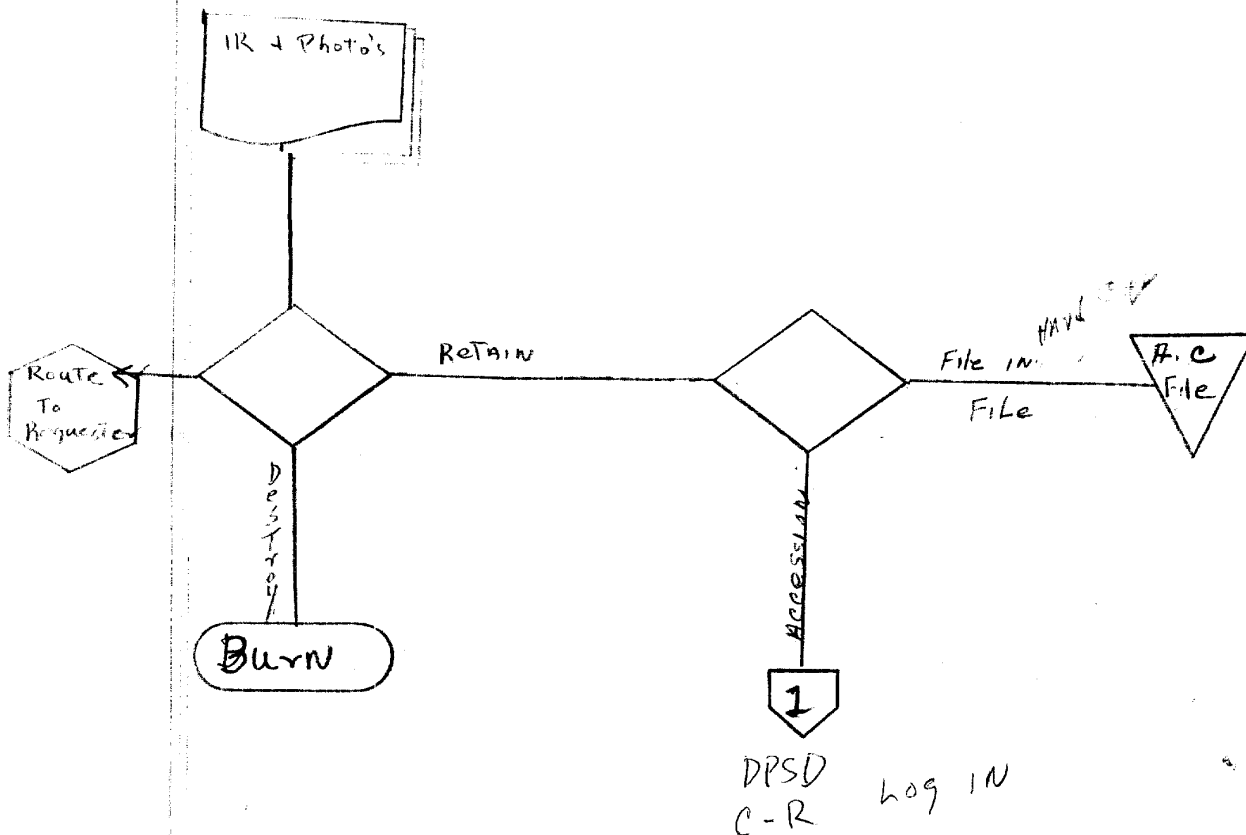ISG AreA DIVISION For Review, ISG
will noTify PhoTo SecTion of need For

DIA review(s)
completed.

going To
vorMin An Already requested IR.
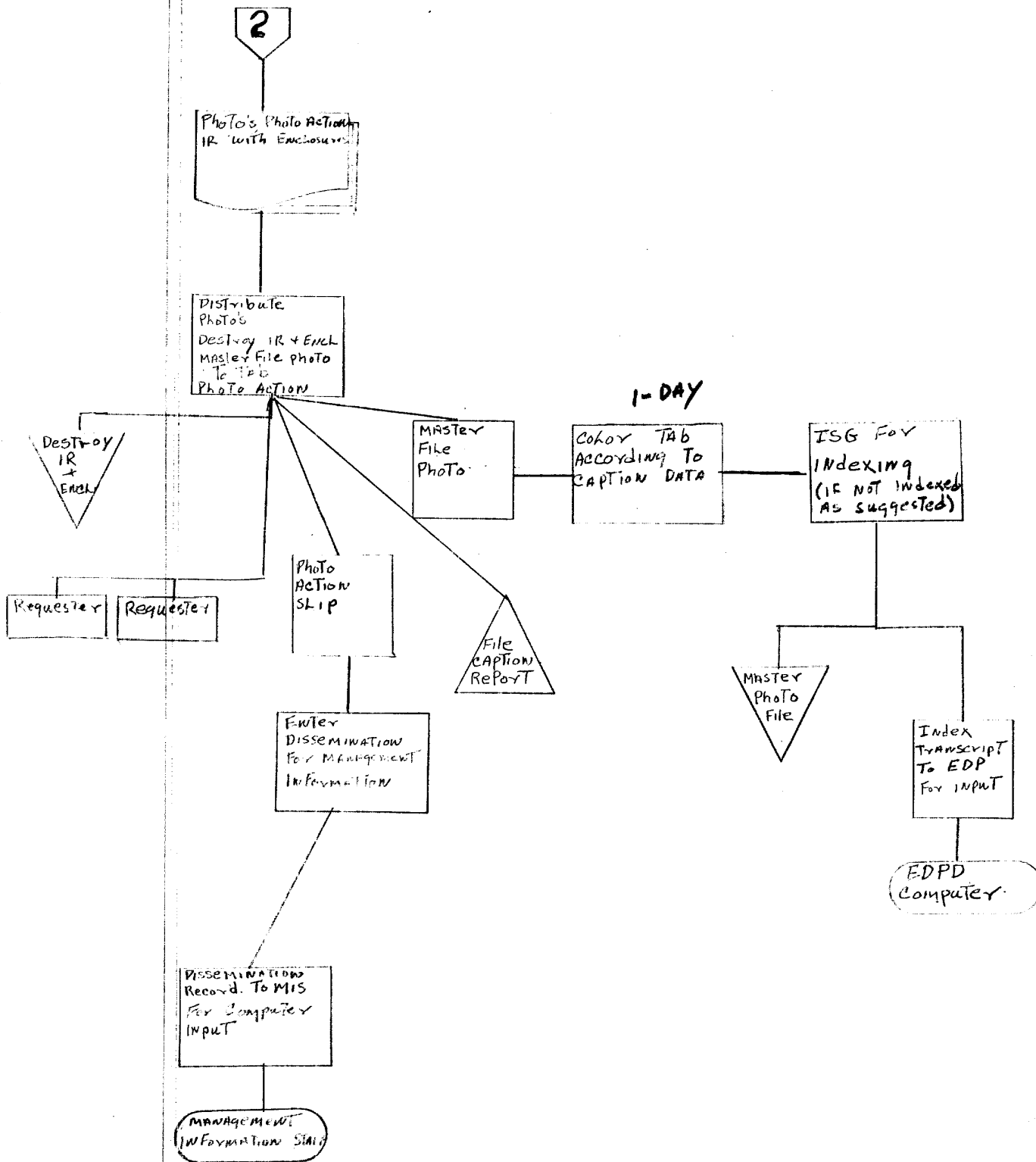
by A NON-ISG COMPONENT

2 IF IR IS NOT requested IT MAY
be reTained, Destroyed or
Accessioned by ISG, without
Further Action. IF IR IS
oF No interest but has been
requested ISG will route To
requester.

3, Photo Section will order Additional
Copies of IR photo's To Fill
request or For use of ISG,
~~Whichever ISG Desires~~ upon
receipt oF request From ISG,

IR + Photo's

Route To Requester

ReTain

Destroy

Burn

File in File

HAVE copy

A.C File

Accession

DPSD
C-R   Log IN

1

④

the

2

Photo's Photo Action
IR with Enclosures

Distribute
Photo's
Destroy IR + Encl
Master File photo
To Tab
Photo Action

Destroy
IR
+
Encl

Requester   Requester

Photo
Action
Slip

File
Caption
Report

Master
File
Photo

1-DAY

Color Tab
According To
Caption Data

ISG For
Indexing
(If Not Indexed
As suggested)

Master
Photo
File

Index
Transcript
To EDP
For Input

Enter
Dissemination
For Management
Information

EDPD
Computer

Dissemination
Record To MIS
For Computer
Input

Management
Information Staff
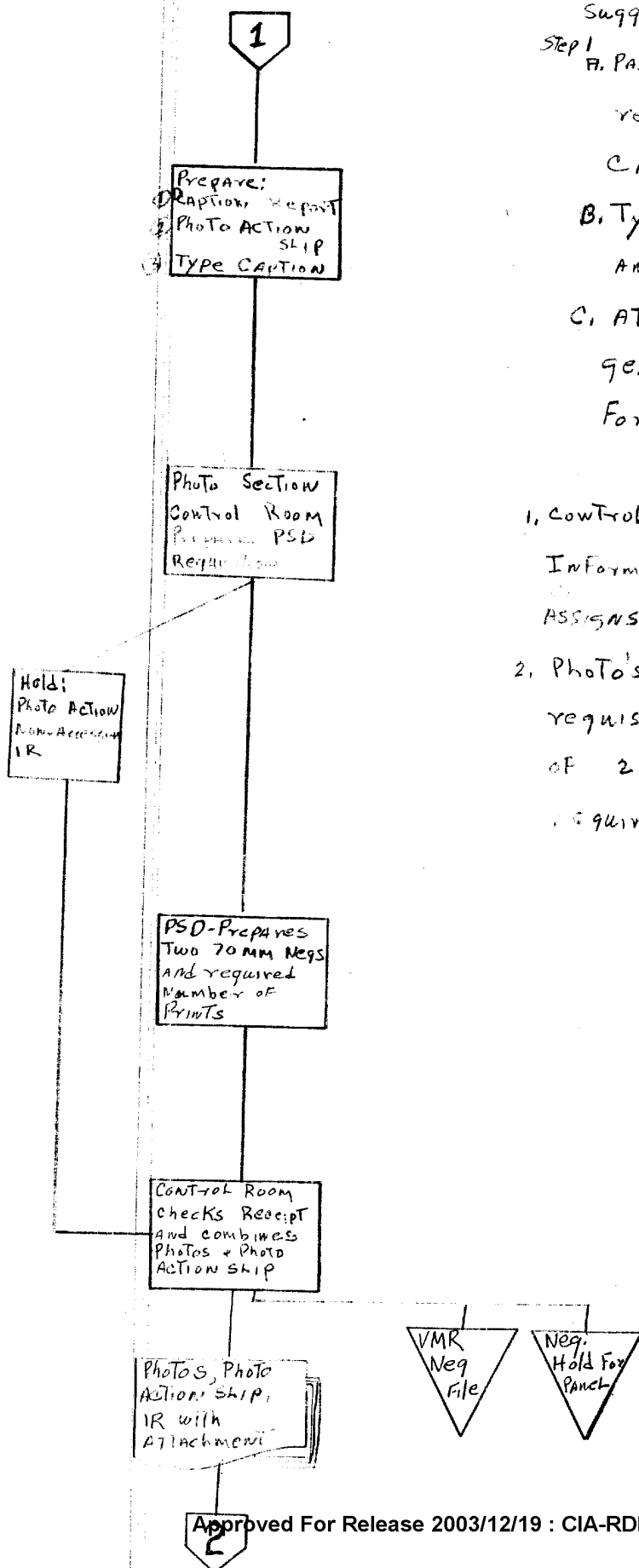
```
      ⬡
      1
```

Suggestion:

Step 1
A. PASS To Indexer To ENTer
required subject codes IN
CAPTion report Form.

B. Type CAPTion with subject codes
And Keyword description.

C. AT Time of Typing CAPTion
generate computer input IN
Form of MKg Tape.

```
┌─────────────────┐
│ Prepare:        │
│① CAPTion report │
│② PhoTo Action   │
│         SLip    │
│③ Type CAPTion   │
└─────────────────┘
```

```
┌─────────────────┐
│ PhoTo Section   │
│ Control Room    │
│ Prepares PSD    │
│ Requisition     │
└─────────────────┘
```

```
┌─────────────────┐
│ Hold:           │
│ PhoTo Action    │
│ Non-Accession   │
│ IR              │
└─────────────────┘
```

1. Control Separates - Non-Accessioned Photos
Information Report, Photo Action Ship
Assigns Control And Holds

2. Photo's with CAPTion And
requisition To PSD For Preparation
of 2 70mm Negatives And
required Number of Prints

```
┌─────────────────┐
│ PSD-Prepares    │
│ Two 70mm Negs   │
│ And required    │
│ Number of       │
│ Prints          │
└─────────────────┘
```

```
┌─────────────────┐
│ Control Room    │
│ checks Receipt  │
│ And combines    │
│ Photos + Photo  │
│ Action SLip     │
└─────────────────┘
```

```
┌─────────────────┐      ▽           ▽
│ Photos, Photo   │     VMR          Neg.
│ Action SLip,    │     Neg          Hold For
│ IR with         │     File         Panel
│ Attachment      │
└─────────────────┘
```

```
      ⬡
      2
```

MAIL + Control	1 hr
PhoTo SecTion	1 hr
ConTroL Room	4 hr
TSG	10 working Days
ConTroL Room	1 day
PSD	7 - 10 days
ConTroL	4 hrs
PhoTo SecTion	6 - 11 work DAys
TSG	USSR/ only ones Indexing ChiNA/

25X1

| | UNCLASSIFIED | | CONFIDENTIAL | | SECRET |

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			

	ACTION.		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Flow of photos - Due 15 Aug

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

| | UNCLASSIFIED | | CONFIDENTIAL | | SECRET |

FORM NO. 237   Use previous editions   (40)
1-67

25X1